

**OPR: Safety, Sustainability and Environmental (SSE) IPT**

**1.0 References.**

- a. Title 29, Code of Federal Regulation, Part 1960, "Basic Program Elements for Federal Employees Occupational Safety and Health Program"
- b. DoDI 6055.7, "Accident Investigation, Reporting and Record Keeping," October 3, 2000
- c. EO 12196, "Occupational Safety and Health Programs for Federal Employees," February 24, 1996
- d. EM 385-1-1, USACE, Safety and Health Requirements Manual
- e. Title 29 Code of Federal Regulations, Part 1910, "General Industry Standards"
- f. Title 29 Code of Federal Regulations Part 1926, "General Construction Standards"

**2.0 Applicability.** For all PENREN/C employees (federal and contractor) and contractors performing work on Pentagon Reservation, the process outlined in this document shall be used for reporting accidents and record keeping requirements. This new policy supersedes PMP-00-11, "Accident Reporting Guidelines and Requirements," 1 Sep 2000.

**3.0 Process.** A critical element of the PENREN/C accident prevention program is the timely investigation, reporting, and analysis of accidents. Accident investigation reports must be complete and factual. Without complete investigations and reporting of accidents, managers and employees have no true knowledge of the extent and nature of the conditions that contributed to the accident, nor ways to mitigate future occurrences. Important decisions are made from accident reports; therefore, accurate and timely data is essential.

**4.0 Accident Classifications.** There are five classes of accidents in the accident reporting system.

- a. Class A Accident. This class includes accidents involving Government civilian employees, military personnel, and contractor personnel. Class A Accidents involve injuries or occupational illnesses which result in fatalities, permanent total disabilities, a total of three or more workers being hospitalized as the result of a single event, and accidents in which the total cost of property damage, personal injuries, or occupational illnesses is \$500,000 or greater. Class A Accidents require the appointment of a formal Board of Investigation and immediate notification to the government as required by Reference (b) above. Refer to paragraph 9.0 for Board of Investigation requirements.
- b. Class B Accident. This class includes accidents involving Government civilian employees, military personnel, and contractor personnel. Class B Accidents involve injuries or

occupational illnesses which result in permanent partial disabilities, or the hospitalization of three or more personnel in a single occurrence, and accidents in which the total cost of property damage, personal injuries, or occupational illnesses is \$100,000 or greater but less than \$500,000.

- c. Class C Accident. This class includes accidents involving Government civilian employees, military personnel, and contractor personnel. Class C Accidents involve injuries or occupational illnesses that result in a lost work-day case, and accidents in which the total cost of property damage is \$2,000 or greater, but less than \$100,000.
- d. Class D Accident. This class includes accidents involving Government civilian employees, military personnel, and contractor personnel. Class D Accidents involve injuries or illnesses resulting in one or more days of restricted work activity, cases requiring medical treatment, first aid cases, and accidents in which the total cost of property damage is less than \$2,000.
- e. Public Accident. This class includes injuries that result in death or permanent total physical disability to members of the public on government owned property. Unusual nonfatal public accidents that could result in claims against the government should also be reported.

**5.0 Reportable Accidents.** All Class A, B, C, D and Public Accidents (as defined in paragraph 5(e)) are reportable.

**6.0 Response To Other Accidents.** If there is doubt as to whether an accident is reportable, please call the PENREN/C Safety Office for assistance. If Government operations, activities, or facilities appear to have contributed to an accident involving the public, it should be reported. Incidents of this type should be reported in a timely manner so information can be shared with responsible parties.

**7.0 Accident Reporting Form.** All accident(s) require the completion and submittal of Army Corps of Engineers (ENG) Form 3394 to the PENREN/C Safety Office **within 5 days** of the date of the accident. ENG Form 3394 is normally completed by the immediate supervisor of the injured employee and must always be submitted in legible writing or typing. After being signed by the Contractor Project Engineer and Geographic Integrated Products Team Leader (GIPTL), it will be forwarded to PENREN/C Safety Office for final review. The form will then be submitted to the PENREN/C Director for final signature, and subsequently forwarded to Director, Washington Headquarters Services. The form and instructions are provided in an Acrobat file with this policy.

There are six pages of instructions attached to ENG Form 3394. If questions arise as to proper completion of any part of the form, please contact the PENREN/C Safety Office for assistance. Some common problems noted in review of ENG Form 3394 are as follows:

- a. Block 3c. Sufficient location information must be provided in this block. It is important to provide accurate data to locate the accident scene in this block (i.e. Wedge 1, 3<sup>rd</sup> floor, C Ring, room Number).

- b. Block 10. A detailed account of the accident must be provided. Do not attempt to use only the small space provided. If necessary, use additional paper. This attachment must also be typed or legible.
- c. Block 15c. If a contractor is reporting the accident, the contractor signs in Block 15c and submits the form to his immediate PENREN/C Safety Representative. The Contractor Project Engineer also signs in Block 15c.
- d. Block 16. After the Contractor's Project Engineer has signed the form, it is sent to the GIPTL for management review and signature. It will then be forwarded to the PENREN/C Safety Office.

**8.0 Federal Employee Claims For Compensation.** The Federal Employees' Compensation Act (FECA) provides compensation and medical care for disability due to personal injuries sustained by employees in the performance of duty and for diseases caused by the employment. Any questions concerning the FECA Program, including forms completion (CA-1, CA-2, CA-16), should be directed to the PENREN/C Personnel Point of Contact (POC).

**9.0 Boards of Investigations.** The Director, PENREN/C, will assign members to the Boards of Investigation for Class A accidents. Refer to the attached accident investigation procedures.

**10.0 Effective Date.** This policy is effective immediately and remains in effect until modified or rescinded.



Michael R. Sullivan  
Director

Attachment

## ATTACHMENT

The following procedures shall be followed when investigating a Class A accident.

1. The first priority is the first aid treatment and rescue of accident victims.
2. Emergency Medical Services shall be called to the site to render medical treatment and evacuation procedures as necessary.
3. Appropriate authorities shall be notified including Pentagon Force Protection Agency (PFPA), Pentagon Police, Criminal Investigation Division (CID), and Pentagon Renovation & Construction Safety Office (PENREN/C).
4. The accident area shall be secured preserving all evidence pertaining to the accident. Unless required in the treatment of the accident victim, **nothing shall be touched, moved, or removed from the area until all investigations have been completed.**
5. Witnesses to the accident shall be segregated to await interviewing by appropriate authorities.
6. Personnel not directly involved in the rescue or investigation shall be kept clear of the site.
7. All investigating personnel shall share information to ensure complete and proper procedures are followed during the course of the investigation.
8. If required, a Board of Investigation shall be appointed by the PENREN/C Program Director.
9. No work can be performed in the area until the Pentagon Renovation & Construction Program Director releases the area for resumption of work.